

STATEMENT OF DUTIES OF THE PLANNING BOARD CLERK
TOWN OF RHINEBECK

Application Queries:

1. Direct prospective applicants to ZEO for initial discussion of any proposed undertaking. Following their discussion with the ZEO, and consistent with his determination:
2. Direct applicant to Town or NYSDEC web-sites and/or otherwise provide forms upon request for submission of Applications to the Planning Board the ZEO may have identified as required for :
 - a. Subdivision Plat Review and Approval
 - b. Special Use Permit(s)
 - c. Site Plan Review and Approval
 - d. Certificate of Removal or Demolition
 - e. Wetlands Permit
 - f. Coastal Assessment Form
 - g. Agricultural Data Statement and
 - h. Environmental Assessment Forms - Short and Full versions as required

Applications received for consideration by the Planning Board :

1. Date stamp Application form, associated drawings and all other supporting documents, related annotation of the Application forms.
2. Assign a PB file #, this will serve as an ID for the application processing
3. Update excel table with pertinent information. This list is the basis for the Annual Report prepared for the Town Board.
4. Open of a permanent Planning Board project file in which shall be maintained (and preferably bound) a single record copy of all documentation pertaining to the project.
5. Provide an advance copy of application via email to the Consultant, the Chair and the Vice Chair and the ZEO.
6. Ensure that all Applications are accompanied by both required fees and escrow agreement.
7. Include a copy of the Escrow Agreement and receipts for payments and deposits made in the project file.
8. Notify the Planning Consultant, the Planning Board Chair, Vice Chair and ZEO of all Applications received and, in the case of the Planning Consultant, immediately upon a scheduled close of agenda for a Planning Board meeting.

9. Provide a copy of each of the Applications to the Planning Consultant by mail unless he has by prior arrangement stated he will be picking up the materials at the Planning Board Office for a particular meeting.
10. Place a copy of the principal portions each Application (application form, EAF and drawings) appearing on the Agenda in Planning Board members files.

Pre-Conference:

11. A pre-submission conference for prospective applicants and/or their professional(s) is scheduled with the Planning Board Chair, the Vice Chair (as available) and Planning Consultant as follows:
 - a. Schedule for the afternoon of Planning Board meetings. The first starting at 5:30 p.m. and each additional conference in reverse order at 45-minute intervals, [i.e. the second at 4:45, the third at 4:00, and the fourth at 3:15 if needed.]
 - b. Confirm upon receipt of pre-submission conference fee which is established at a different rate for residential and commercial projects.
 - c. Assemble background information for consideration during the pre-submission conference, to the extent that any information pertinent to the matter to be discussed has been forthcoming from either the Applicant, the Applicant's professional(s) or the ZEO.

Before the Meeting : Agenda and Consultant's Notes:

12. Distribute the Meeting Agenda and Consultant's Notes via email and place a copy a copy in file of PB members.
13. Field communications from Planning Board members concerning inability to attend any scheduled Regular or Special Meeting and provide immediate notification to the Chair of any quorum implications.
14. Have available for reference by the Chair and Planning Consultant Board at each Planning Board meeting the up-to-date record project file for each of the Applications on the agenda.
11. Provide to the Chair prior to each Regular or Special Meeting correspondence received by the Planning Board on matters subject of active project files or other correspondence received permitting the Chair to acknowledge pertinent items during the meeting's business session.

12. Attend each Regular or Special Meeting of the Planning Board and take Minutes thereof.

Following the conduct of any Regular or Special Meeting - Immediately :

Procedural Resolution:

Referrals:

13. Make all referrals and/or other requests for review set forth within any resolution adopted by the Planning Board.
14. Distribute any documents (e.g. SEQRA notices or Agricultural Data Statements) as set forth within any resolution adopted by the Planning Board and in accordance with related instructions which may be provided by either the Chair or Planning Consultant.

Public Hearing :

15. upon receipt from the Planning Consultant of required Notice(s) of Public Hearing
16. Forward to Applicant email of instructions including list of neighbors within 500 ft Notice and Procedural resolution
17. Follow up thereafter status of posting, mailing , publication with each Applicant
18. Provide certification within the record project file of the date and means of satisfaction of each of the above requirements.
19. Provide a date stamped copy in the record project file of all responses received based upon the above-cited referrals and/or other requests for review.
20. Provide a date stamped copy in the record project file of all written comments received on an application as a consequence of the publication and/or other distribution of a Notice of Public Hearing.

Approvals Resolution:

21. Provide a copy of any adopted resolution to the Applicant or Applicant's agent; such copy to be certified if setting forth a decision approving, approving with conditions or denying an Application and to be additionally presented to the ZEO.

Referrals Resolutions:

22. Distribute any responses to referrals or other reports (e.g. reports to the Town Board) issued by the Planning Board.

Meeting Minutes:

23. Within ten days of the conduct of any Regular or Special Meeting of the Planning Board :
 - d. Prepare draft Minutes
 - e. Transmit the draft to the Planning Consultant for review
 - f. Edit copy received from Consultant
 - g. Email copy to the Chair and to Planning Board member for review and approval at the next meeting.

Other:

24. Advise Planning Board members of any training requirements that may arise (such as those sponsored by the Dutchess County Department of Planning and Development or New York Planning Federation) which would contribute to satisfaction of their mandatory annual training requirements and, though not mandated by Town Law, attend training sessions which would contribute to understanding of the role of the Planning Board and the related work of the Planning Board Clerk.
25. Ensure documentation of the satisfaction of all conditions and/or requirements set forth within the Planning Board's resolution conditionally approved an Application(s) have occurred before advising the Chair of the availability of a Subdivision Plat, Site Plan or other document for stamping and signature.
26. Issue and/or distribute any media communications as may be authorized and directed by the Chair.

While carrying out the above duties MUST NOT do any of the following:

27. Interpret the applicability of the Town Code to any undertaking that a prospective applicant is proposing; the prospective applicant should simply be directed to the ZEO.
28. Do research on behalf of or otherwise assisting applicants in the preparation of applications to either the Planning Board or ZBA.
29. Complete any portion of any application or supporting document on behalf of an applicant.
30. State a personal opinion concerning a proposed project or speculate as to the decision that will be made by the PB or ZBA on any application.
31. Do any coordination on behalf of applicants or their consultants with any party other than scheduling of appointments with the ZEO and pre-submission conferences with the Planning Board.
32. Discuss either prospective or pending applications on behalf of any applicant with any other agency.
33. Otherwise discuss either prospective or pending applications with any agency or person --- beyond providing (without any interpretation) documents set forth within a record project file either upon referral or directive of the Planning Board or upon receipt of a proper FOIL request for specific pertinent information.
34. Distribute any report, letter or other communication directed to the Planning Board to any party other than the Planning Board until either acknowledged by the Planning Board as part of the reporting of "general correspondence received" at a meeting or more typically held and discussed when the application or project subject of the communication appears on the Planning Board's agenda, generally as part of the public hearing.
35. Suggest a prospective applicant's use of any specific contractor, land surveyor, architect, engineer, attorney, planning consultant, wetlands specialist, etc.

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Reviewed and updated by Margarita Rincon, February 15, 2016